MICROSOFT INFORMATION PROTECTION ADMINISTRATOR

Duration: 3 Days

Who should attend:

This course is aimed at technical staff whose duties include, protecting information in your Microsoft 365 deployment. This course focuses on data governance and information protection within your organization. The course covers implementation of data loss prevention policies, sensitive information types, sensitivity labels, data retention policies and Office 365 message encryption among other related topics. The course helps learners prepare for the Microsoft Information Protection Administrator exam (SC-400).

Pre-requisites:

Delegates should meet the following prerequisites:

- Foundational knowledge of Microsoft security and compliance technologies.
- Basic knowledge of information protection concepts.
- Understanding of cloud computing concepts.
- Understanding of Microsoft 365 products and services.

Content

Module 1: Implement Information Protection in Microsoft 365

Organizations require information protection solutions to protect their data against theft and accidental loss. Learn how to protect your sensitive information. Learn how Microsoft 365 information protection and governance solutions help you protect and govern your data, throughout its lifecycle – wherever it lives, or wherever it travels. Learn about the information available to help you understand your data landscape and know your data. Learn how to use sensitive information types to support your information protection strategy. Learn about how sensitivity labels are used to classify and protect business data while making sure that user productivity and their ability to collaborate are not hindered.

Lessons for module 1

- Introduction to information protection and governance in Microsoft 365
- Classify data for protection and governance
- Create and manage sensitive information types
- Describe Microsoft 365 encryption
- Deploy message encryption in Office 365
- Configure sensitivity labels
- Apply and manage sensitivity labels

Lab : Implement Information Protection

- Assign permissions for compliance
- Manage Office 365 message encryption
- Manage Sensitive Information Types
- Manage Trainable Classifiers
- Manage Sensitivity Labels

After completing module 1, students will be able to:

- Describe Microsoft's approach to information protection and governance.
- List the components of the Data Classification solution.
- Describe how to use sensitive information types and trainable classifiers.
- Implement document fingerprinting
- Create custom keyword dictionaries
- Deploy message encryption in Office 365

Module 2: Implement Data Loss Prevention in Microsoft 365

In this module we discuss how to implement data loss prevention techniques to secure your Microsoft 365 data. Learn how to discover, classify, and protect sensitive and business-critical content throughout its lifecycle across your organization. Learn how to configure and implement data loss prevention policies and integrate them with Microsoft Cloud App Security. Learn how to respond to and mitigate data loss policy violations.

Lessons for module 2

- Prevent Data loss in Microsoft 365
- Implement Endpoint data loss prevention
- Configure DLP policies for Microsoft Cloud App Security and Power Platform
- Manage DLP policies and reports in Microsoft 365

Lab : Implement Data Loss Prevention

- Manage DLP policies
- Mange Endpoint DLP
- Test DLP policies
- Mange DLP reports

After completing module 2, students will be able to:

- Describe the information protection configuration process.
- Articulate deployment and adoption best practices.

- Describe the integration of DLP with Microsoft Cloud App Security (MCAS).
- Configure policies in Microsoft Cloud App Security.
- Review and analyze DLP reports.
- Identify and mitigate DLP policy violations.
- Mitigate DLP violations in MCAS.

Module 3: Implement Information Governance in Microsoft 365

In this module you will learn how to plan and implement information governance strategies for an organization. Learn how to manage your content lifecycle using solutions to import, store, and classify business-critical data so you can keep what you need and delete what you don't. Learn how to manage retention for Microsoft 365, and how retention solutions are implemented in the individual Microsoft 365 services. Learn how to use intelligent classification to automate and simplify the retention schedule for regulatory, legal, and business-critical records in your organization.

Lessons for module 3

- Govern information in Microsoft 365
- Manage data retention in Microsoft 365 workloads
- Manage records in Microsoft 365

Lab : Implement Information Governance

- Configure Retention Labels
- Implement Retention Labels
- Configure Service-based Retention
- Use eDiscovery for Recovery
- Configure Records Management

After completing module 3, students will be able to:

- Describe the information governance configuration process.
- Articulate deployment and adoption best practices.
- Describe the retention features in Microsoft 365 workloads.
- Configure retention settings in Microsoft Teams and SharePoint Online.
- Implement retention for Exchange Mailbox items.
- Recover content protected by retention settings.
- Regain protected items from Exchange Mailboxes.
- Describe the records management configuration process.